

EXHIBIT 17

Handbook

Board of Education of Carroll County

Virginia R. Harrison, President
James L. Doolan, Vice President
Gary W. Bauer, Board Member
Jenifer A. Seidel, Board Member
Barbara J. Shreeve, Board Member
Steven R. Priester, Student Representative
Stephen H. Guthrie, Superintendent

Updated Core Values and Goals: January 2, 2014
Revised: January 12, 2011

Revised: March 10, 2004
Revised: July 9, 2003
Approved: November 13, 2002

Authority and Responsibilities of the Board of Education

The Board of Education of Carroll County, Maryland is an elected board consisting of five members organized as prescribed by the *Annotated Code of Maryland*, Education Article, Subtitle 4, Carroll County, Sections 3-401 through 3-404.

The powers and mandatory duties of the board of education are defined in the Education Article of the *Annotated Code of Maryland* and Title 13A of the *Code of Maryland Regulations* (COMAR).

The superintendent is responsible for administering the policies for the school system. The legal obligation for policymaking resides with the board. The board's primary responsibilities, aligned to support the strategic plan of the school system, include, but are not limited to:

- Selecting, appointing, and evaluating the superintendent of schools;
- Formulating and interpreting policies;
- Adopting operating and capital budgets;
- Making decisions on educational, budgetary, facility, and financial matters (including authorization of legal settlements, with the exception of special education settlements, up to a level adopted by the board);
- Approving curriculum guides and courses of study;
- Making a continuous appraisal of the educational and administrative management of the school system;
- Establishing school attendance boundaries;
- Communicating with citizenry, staff, and students;
- Acting in a quasi-judicial capacity;
- Acting on personnel matters;
- Advancing a legislative agenda before the county commissioners and general assembly;
- Appointing an auditor and legal counsel; and
- Approving contracts over \$25,000.

In addition to those mandatory duties that are defined in law, the board is committed to *The Key Work of School Boards* developed by the National School Boards Association. The *Key Work of School Boards* encompasses these eight areas of action:

1. Establishing a clear **VISION** of student achievement as the top priority of the school board, staff, and community.
2. Setting clear **STANDARDS** for student performance.
3. Establishing an **ASSESSMENT** process that measures success at regular intervals.
4. Establishing a strong **ACCOUNTABILITY** process.
5. **ALIGNMENT** of resources to focus on students meeting the standards.
6. Creating a positive **CLIMATE** for student success.
7. Building **COLLABORATIVE RELATIONSHIPS** with political and business leaders, with a focus on developing a consensus for student success as a top community priority.
8. Committing to **CONTINUOUS IMPROVEMENT** for student achievement.